



Agency Records Disposition Schedule

Department: Department of Revenue

Section: Business Tax

Division: Taxation and Collection

Sub-Section: Corporation Tax

TITLE: Business Tax Registration Applications and Bonds

CUTOFF: EOCY

DESCRIPTION: Applications from businesses who remit taxes and submits bonds based on the amount of taxes that will be remitted.

RETENTION: Years: 50 Months: 0 Days: 0

NOTES: Records scanned. Paper kept 1 year then destroyed. Image kept 50 years.

DISPOSITION ACTION: Destroy

SERIES: 7000

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Corporation declaration of Estimated Tax Vouchers, corporation and S corporation Returns

CUTOFF:

DESCRIPTION: Must be audited before destruction. Originals imaged - Paper destroyed after 1 year - Images kept 20 years

RETENTION: Years: 20 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 6999

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003

TITLE: Microfiche - financial information extracted from corporation income tax returns

CUTOFF:

DESCRIPTION: Microfiche - financial information extracted from corporation income tax returns

RETENTION: Years: 6 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 6998

SERIES STATUS: Approved

APPROVAL DATE:

7/31/2003
